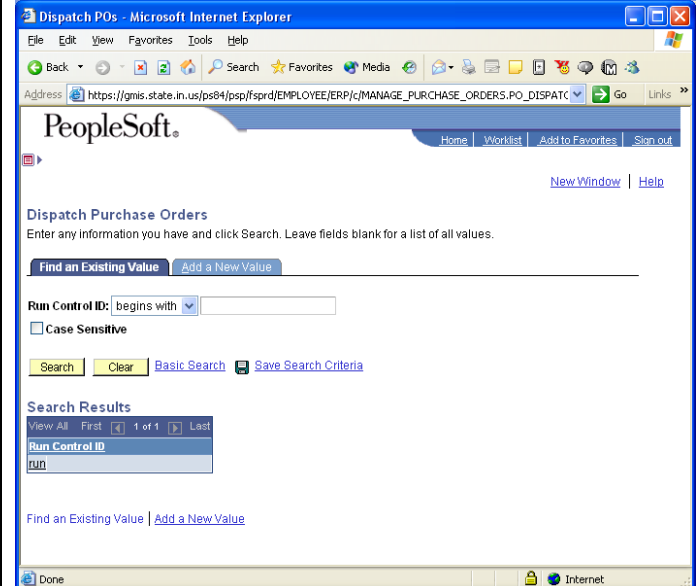


Print a QPA Release

With PeopleSoft Purchasing, you can dispatch and print your Quantity Purchase Order Releases (Release) individually or in volume. You can dispatch them from the online pages or through a run control page. A Release must have a status of Approved or Dispatched and have passed the Commitment Control budget check to be eligible for dispatch. The PO Dispatch/Print process contains business process logic and is responsible for retrieving data from the database, constructing purchase orders, and sending the output files to the proper locations.

When you run the Release Dispatch/Print report (SOIPO025) from the Purchase Orders Print page, a hard copy of the PO prints, but the POs are not dispatched. **You are responsible for printing the current Terms & Conditions on the reverse side of every page of the QPA Release dispatched.**

Additional help in PeopleBooks: PeopleSoft 8.4 Purchasing PeopleBook Dispatching and printing purchase orders > Dispatching purchase orders

Step	Directions
<p>A. Navigation and Search</p> 	<ol style="list-style-type: none"> 1. Navigation: Purchasing > Purchase Orders > Dispatch PO 2. Search: Select or add a run control

Step**B. Select the Purchase Order(s) to print**
Directions

- 1 Select the release(s) to be printed by filling in one or more of the fields on the Dispatch Purchase Orders page.
 - a) Business Unit – fill in the purchasing business unit
 - b) PO ID – fill in or select the Purchase Order you want to dispatch
 - c) From & through date – fill in if you want to print multiple requisitions for one business unit
 - d) Buyer – fill in if you want to print POs from one Buyer
- 2 Miscellaneous options
 - a) Chartfields – valid, invalid, or both
 - b) Change Orders – original, change orders only, or both original and changes
 - c) Print only changed information
 - d) Print the item description for items (not ordered by description).
 - e) Test the dispatch to print but not dispatch the PO.
 - f) Print duplicate – prints the word Duplicate on the PO
 - g) Print copy – prints several copies of the PO
- 3 Click the yellow RUN button

C. Request the print

- 1 Select the Indiana QPA Release process to run.
- 2 Select the output type – **Web**
- 3 Select the format – **PDF**
3. Click OK to start the requested process(es)
4. It may take several minutes to generate the RFQ documents. You may use the Report Manager OR Process Monitor to view the documents when they are ready.
5. If no documents generate check that you had the correct statuses marked; or include all statuses if you are printing a specific requisition.

Vendor
Remit to: INTERSPEC INC
1947 STOUT FIELD WEST DR
INDIANAPOLIS IN 46241

Name & Address
of Vendor: INTERSPEC INC
1947 STOUT FIELD WEST DR
INDIANAPOLIS IN 46241

Ship To: Indiana Dept of Administration
Facilities Management
302 W. Washington St. Rm E024
Indianapolis IN 46204

Agency telephone number () _____

F.O.B. DESTINATION unless otherwise stated below

NOTICE: No price correction will be permitted after issuance of this purchase order.

Signature of Head of Agency	Typed Name	FUNDING ENCUMBERED BY THE AUDITOR OF STATE	
	Date Signed	I certify that there is sufficient unencumbered balance in the above amount to cover the amount of this order, and that funds have been set aside for payment thereof.	
Issued by Procurement Division	Indiana Department of Administration Procurement Division 402 West Washington Street, Rm W460 Indianapolis, Indiana 46204 Telephone: (317) 232-3053	Authorized Signature, Auditor of State	Date Signed(Month/Day/Year)

REQUESTING AGENCY'S CERTIFICATION OF RECEIPT AND COMPLIANCE			
CONFIRMATION OF RECEIPT I certify that the items listed below were received. All commodities appeared to conform to specifications and showed no apparent defects, except as otherwise noted.		APPROVAL FOR PAYMENT I certify that the vendor has performed in accordance with the terms and contract obligations pertaining to this Purchase Order, and hereby authorize and approve payment of appropriate claims.	
Signature of Receiver	Typed / printed name	Authorized signature for Agency	Typed / printed name
	Date Signed(Month/Day/Year)		Date Signed(Month/Day/Year)

Table Form 003 (Rev. 2-03)

Approved by State Board of Accounts, 2002; Auditor of State, 2002